

THE CITY OF MARIETTA

SOLICITATION FOR PROPOSAL

EMPLOYEE BENEFITS CONSULTANT SERVICES FOR CITY OF MARIETTA / BOARD OF LIGHTS AND WATER

RFP-14-035731



**CITY OF MARIETTA
PURCHASING DEPARTMENT
205 Lawrence Street
Marietta, Georgia, 30060
770-794-5257**

TABLE OF CONTENTS

REQUEST FOR PROPOSAL NO. RFP-14-035731

**EMPLOYEE BENEFITS CONSULTANT SERVICES FOR CITY OF
MARIETTA / BOARD OF LIGHTS AND WATER**

TITLE	PAGE
INSTRUCTIONS TO PROPOSERS	1 – 13
EXHIBIT A: ALTERATIONS/EXCEPTIONS	9
EXHIBIT B: DRUG FREE WORKPLACE	10
EXHIBIT C: WORK AUTHORIZATION	11 -13
EXHIBIT D: SPECIFICATIONS & REQUIREMENTS	S&R – 1 – S&R –8

INSTRUCTIONS FOR PROPOSAL SUBMITTAL

ARTICLE 1 TIME AND DATE DUE

The City of Marietta, a political subdivision of the State of Georgia (hereinafter "City of Marietta" or the "City") shall receive sealed proposals from individuals, corporations, partnerships, and other legal entities organized under the laws of the State of Georgia or authorized to conduct business in the State of Georgia until 11:00 A.M., Wednesday, April 9, 2014 for the following:

EMPLOYEE BENEFITS CONSULTANT SERVICES FOR CITY OF MARIETTA / BOARD OF LIGHTS AND WATER

RFP-14-035731

All proposal requirements shall be in accordance with Specifications and Requirements Pages S&R-1 – S&R-8.

ARTICLE 2 OPENING LOCATION & TIME

Names of vendors submitting proposals shall be read out loud at 11:00 A.M., Wednesday, April 9, 2014 at the City of Marietta Purchasing Department, First Floor, 205 Lawrence Street, Marietta, Georgia 30060. A public opening of proposals will not occur at the date and time indicated above. Proposals received will be officially recorded, and this recordation will be made available to the public. All proposals received will be turned over to the evaluation committee for opening, review, deliberation, and recommendation. Negotiations will be conducted in accordance with the procedures described in this solicitation.

ARTICLE 3 PRE-PROPOSAL CONFERENCE

Not applicable to this proposal.

ARTICLE 4 DELIVERY REQUIREMENTS

Any proposals received after the stated time and date shall not be considered. The time/date stamp clock located in the Purchasing Department shall serve as the official authority to determine lateness of any proposal. It shall be the sole responsibility of the proposer to have their proposal delivered to the City of Marietta Purchasing Department for receipt on or before the above stated time and date. If a proposal is sent by the U.S. Postal Service, the proposer shall be responsible for its timely delivery to the Purchasing Department. Proposals delayed by the mail shall not be opened at the public opening, and arrangements shall be made for their return at the proposer's request and expense. The proposal opening time shall be strictly observed. Under no circumstance shall proposal delivered after the specified time be considered. Such bids will be returned unopened.

ARTICLE 5 CLARIFICATION & ADDENDA

Each proposer shall examine all invitation for proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to the invitation to proposal shall be made through the City of Marietta, Purchasing Department. The City shall not be liable for oral interpretations given by any City employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

If any addenda are issued to this invitation for proposal, the City shall attempt to notify all prospective proposers who have secured the same. However, it shall be the responsibility of each proposer to contact the City of Marietta, Purchasing Department at 770-794-5257, 72 hours prior to proposal due date to determine if any addenda were issued and to make sure such addenda is a part of their proposal. EACH PROPOSER SHALL ACKNOWLEDGE ALL ADDENDA BY SIGNING A COPY ADDENDA RECEIVED AND ATTACHING WITH PROPOSAL.

ARTICLE 6 USE AND CLARIFICATION OF SPECIFICATIONS

If there are any discrepancies in, or omissions from, the Drawings or Specifications, or if the proposer is in doubt as to the true meaning of any part of the Contract Document, he shall request clarification from The Purchasing Department. Such request shall be in writing and shall be made not less than seventy-two (72) hours prior to the time scheduled for the termination of proposal. Interpretations in response to inquiries for any proposer, clarifications or corrections issued in the form of addenda shall be mailed to each proposer. If the proposer fails to request clarification regarding methods of performing work or the material required, his proposal shall be deemed to include the method requiring the greater quantity of work or material or upon the material of greatest cost indicated.

ARTICLE 7 BUSINESS LICENSE

The proposer shall provide appropriate proof of a current Business License.

ARTICLE 8 SEALED & MARKED

**NINE (9) SIGNED COPIES OF YOUR PROPOSAL SHALL BE SUBMITTED
IN ONE SEALED PACKAGE, CLEARLY MARKED ON THE OUTSIDE:**

**REQUEST FOR PROPOSAL
NO. RFP-14-035731**

**EMPLOYEE BENEFITS CONSULTANT SERVICES FOR CITY OF
MARIETTA / BOARD OF LIGHTS AND WATER**

and addressed to:

**City of Marietta, Purchasing Department
205 Lawrence Street
Marietta, Georgia 30060
Attention: Rick Churbock, CPPB,
Purchasing Agent III**

ARTICLE 9 LEGAL NAME

Proposals shall clearly indicate the legal name, address and telephone of the respective proposer (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the proposer to the submitted proposal.

ARTICLE 10 PROPOSAL EXPENSES

All expenses for making proposals to the City are to be borne by the proposer.

ARTICLE 11 IRREVOCABLE OFFER

Any proposal may be withdrawn up until the date and time set above for the opening of proposal. Any proposal not withdrawn shall, upon opening, constitute an irrevocable offer for a period of ninety (90) days to sell to The City of Marietta the goods or services set forth in the attached specifications until one or more of the proposals have been duly accepted by the City. All prices shall be quoted F.O.B. City of Marietta, Georgia.

Proposal modifications shall be accepted from a proposer only if received prior to the scheduled proposal opening, in writing, properly signed by the authorized representative of the proposer's (company, firm, partnership, individual). Proposal modifications shall be submitted as referenced in Article No. 8 and clearly marked "PROPOSAL MODIFICATIONS."

Mathematical errors shall be corrected by the City, i.e.: misplaced decimal points shall be corrected; in discrepancies between unit price vs. extended price, unit price shall govern; errors in extension of unit prices shall be corrected and mathematical errors shall be corrected.

ARTICLE 12 RESERVED RIGHTS

The City reserves the right to accept or reject any and or all proposals, to waive irregularities and technicalities, award the contract in the best interest of the City of Marietta or to request re-proposal. The City reserves the right to accept all or any part of the proposal and to increase or decrease quantities to meet additional or reduced requirements of the City

For each item or for all items combined, the proposal of the lowest, responsible and responsive proposer shall be accepted, unless all proposals are rejected. The lowest responsive proposer shall mean the proposer who makes the lowest proposal to sell goods and/or services of a quality which conforms closest to the quality of goods/and or services set forth in the attached specifications or otherwise required by the City, and conforms to all material aspects of the requirements set forth in the invitation for proposal. To be a responsible proposer, the proposer shall be fit and capable to perform the work as required, shall have the capability in all respects to perform fully the contract requirements, and shall have the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which shall assure good faith performance. Also, the City reserves the right to make such investigations as it deems necessary to determine the ability of any proposer to deliver the goods or service requested.

Information the City deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to current financial statements; verification of availability of equipment and personnel; and past performance records.

ARTICLE 13 APPLICABLE LAWS

Proposers shall be authorized to transact business in the State of Georgia. All applicable laws and regulations of the State of Georgia and ordinances and regulations of the City of Marietta shall apply to any resulting agreement.

ARTICLE 14 CODE OF ETHICS

With respect to this proposal, if any proposer violates or is a part to a violation of the State of Georgia, Code of Ethics for Public Officers and Employees, such proposer may be disqualified from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for goods or services for the City of Marietta.

ARTICLE 15 COLLUSION

By offering a submission to this invitation for proposal, the proposer certifies that the proposer has not divulged to, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Also, proposer certifies, and in the case of a joint proposal each party thereto certifies as to his/her own organization, that in connection with this proposal:

- 15.1 Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and or cost data, with any other proposer or with any competitor;
- 15.2 Any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the proposer and shall not knowingly be disclosed by the proposer prior to the scheduled opening directly or indirectly to any other PROPOSER or to any competitor;
- 15.3 No attempt has been made or shall be made by the PROPOSER to induce any other person or firm to submit a proposal for the purpose of restricting competition;
- 15.4 The only person or persons interested in this proposal, principal/principals is/are named therein and that no person other than therein mentioned has any interest in his proposal or in the contract to be entered into; and
- 15.5 No person or agency has employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or established commercial agencies maintained by the Purchaser for the purpose of doing business.

ARTICLE 16 CONTRACT FORMS

Any agreement, contract or Purchase Order resulting from the acceptance of a proposal shall be on forms provided by the City. Each proposer shall state in his proposal, in words and numerical, written in ink or typed, the price for which he shall perform the work or supply the items required by the specifications, plans and contract documents. Any erasures, delineations or alterations are to be clear and initialed by the person signing.

ARTICLE 17 NOTICE OF ACCEPTANCE

The contract shall be deemed as having been awarded when the formal notice of acceptance/contract is issued to the Contractor(s). After award and acceptance the successful Contractor(s) may be posted at the Marietta Purchasing website.

ARTICLE 18 PROPOSAL FORMS, VARIANCES, ALTERNATES

Proposals shall be submitted on attached City forms. *PROPOSERS SHALL SUBMIT PROPOSAL DOCUMENTS, ALL DOCUMENTS REQUIRING SIGNATURES AND ANY OTHER ATTACHMENTS (LICENSES, SPECIFICATIONS, ETC.) REQUIRED FOR THIS PROPOSAL BASED ON THE REQUIRED COPIES REQUESTED IN ARTICLE 8 WITH ORIGINAL SIGNATURES WHERE APPLICABLE.*

Proposers shall indicate any and all variances/exceptions from the City requested specifications, terms, and conditions on sheet entitled **“EXHIBIT A”** Providing there has been no variances/exceptions or alterations attached to said proposal, it shall be assumed that the proposer is meeting all requirement of the specifications. Alternate proposals may or may not be considered at the sole discretion of the City.

ARTICLE 19 TAXES

The City of Marietta is exempt from Federal Excise and State Sale Taxes; therefore the proposer is prohibited from delineating a separate line item in his proposal for any sales or service taxes. The City of Marietta does not intend to imply that a proposer has no independent tax liability.

ARTICLE 20 REGULATIONS, CODES AND STANDARDS

It shall be the responsibility of each supplier to assure compliance with any and all Codes & Standards including but not limited to OSHA, EPA LIFESAFETY, ANSI ASTM, UA and/or other Federal or State of Georgia rules, regulations or other requirements, as each may apply.

INSURANCE, INDEMNIFICATION, AND LIABILITY

A. INSURANCE

I. Workmen's Compensation Insurance	Statutory
-------------------------------------	-----------

Bodily Injury	\$1,000,000 per person
	\$1,000,000 per occurrence
Property Damage	\$1,000,000 per person
	\$1,000,000 annual aggregate

**\$1,000,000 combined single
limit**

The Contractor agrees to indemnify and save harmless the Owner, its agents, assigns, and employees from and against all claims, demands, liabilities, suits, judgments and decrees, losses and costs and expenses of any kind or nature whatsoever on account of injuries to or death of any person or persons or damage to any property occurring directly or indirectly from performance of work hereunder by contractor or his employees, agents, servants, associates or subcontractors however such injuries or death or damage to property may be caused.

Owner shall not be liable in contract or in tort (including negligence) to Vendor, subcontractor or suppliers of Vendor, regardless of tier, for incidental or consequential damages arising out of or resulting from Owner's performance or nonperformance of its obligations under this Agreement, or from Owner's termination or suspension of the services under this Agreement.

ARTICLE 22 BID GUARANTEE

The City of Marietta shall request the following:

22.1 BID BOND: NONE REQUIRED

22.2 PERFORMANCE BOND: NONE REQUIRED

22.3 PAYMENT BOND: NONE REQUIRED

ARTICLE. 23 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

The City of Marietta, Marietta, Georgia, in accordance with the provisions of Title VI of The Civil Rights Act of 1964(78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all proposers that it shall affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises shall be afforded full opportunity to submit proposals in response to this advertisement and shall not be discriminated against on the grounds of race, color, disability or national origin in consideration for an award.

ARTICLE 24 DRUG FREE WORKPLACE

The City of Marietta is a DRUG FREE WORKPLACE. It is required that the attached Drug Free Workplace Form (Exhibit B) be signed and returned to this office with the proposal. In the event of a tie proposal, receipt of a valid and accurate form may be used as basis for awarding the contract.

ARTICLE 25 WORK AUTHORIZATION PROGRAM

Contractor affidavit and agreement and subcontractor affidavit and agreement are attached (Exhibit C) it is required that these forms be signed and returned to this office with the proposal.

EXHIBIT A

ALTERATIONS /EXCEPTIONS

SPECIAL INSTRUCTION: ALL ITEMS SHALL BE TYPED OR PRINTED

EXHIBIT B

Drug Free Work Place Certification

Identical Tie Proposals - Preference shall be given to businesses with drug-free workplace program. Whenever two or more proposals which equal with respect to price, quality and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that has implemented a drug-free work place program shall be given preference in the award process. Established procedures processing tie proposals shall be followed if none of the tied vendors have drug-free workplace program. In order to have a drug-free workplace, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.**
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.**
- 3) Give each employee engaged in providing the commodities of contractual services that are under proposal a copy of the statement specified in the subsection (1).**
- 4) In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under proposal, the employee shall abide by the terms of the statement and shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.**
- 5) Impose a sanction on, or require that satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.**
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.**

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

COMPANY NAME

AUTHORIZED SIGNATURE

EXHIBIT C

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of THE CITY OF MARIETTA, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of THE CITY OF MARIETTA, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and _____ (name of contractor) on behalf of THE CITY OF MARIETTA, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ___, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

EXHIBIT D
SPECIFICATIONS AND REQUIREMENTS
FOR
EMPLOYEE BENEFITS CONSULTANT SERVICES FOR CITY OF
MARIETTA / BOARD OF LIGHTS AND WATER

PROPOSAL NO. RFP-14-035731

INTRODUCTION

All interested and qualified parties are invited to submit a proposal for Employee Benefits Consultant Services for the City of Marietta/BLW.

GENERAL INFORMATION

In keeping with its policy of business-like administration of the public monies entrusted to it, the City of Marietta/BLW (City/BLW) utilizes consultant services to assist in the selection and administration of various benefits programs. Accordingly, these specifications have been prepared for the use of interested parties in developing their proposal. Response sheets are included for use in presenting the proposals. The response sheets are mandatory; however, any other additional information may be submitted as well.

It is possible that some pages may later be revised, either because of clarification or additional data. Revision, if necessary, will be issued in an addendum and sent to all plan holders on record.

The City of Marietta/BLW medical, including prescription drugs and dental benefits is self-funded. Coverage is provided for all full-time employees, eligible retirees, COBRA participants, and their dependents. The following current contracts are in place for benefits programs for the 2014 plan year.

Medical & Pharmacy

Self-Funded Medical Options (POS) (PPO for grandfathered employees)
Benefit Administrator – Blue Cross Blue Shield of Georgia
Contract Term – Expires December 31, 2014 with option for renewal

Dental

Self-Funded Dental Benefit
Benefit Administrator – Blue Cross Blue Shield of Georgia
Contract Term – Expires December 31, 2014 with option for renewal

March 21, 2014

S & R

Life Insurance

Fully Insured Benefit

Carrier – MetLife

Contract Term – Expires December 31, 2015 with option for renewal

Voluntary Benefits

Employee Funded Voluntary Benefits

Contract Term- Annual renewal

- Long Term Disability – The Hartford
- Short Term Disability – Colonial Life
- Accident Insurance – Colonial Life
- Cancer Insurance – Colonial Life
- Critical Illness Insurance – Colonial Life
- Universal Life Insurance – Colonial Life
- Legal Plan – MetLaw (Hyatt Legal Plans)
- Optional Term Life Insurance – MetLife
- Flex Spending Accounts – AmeriFlex

EAP

Ceridian Life Works

Contract Term – Annual renewal

Employer On Site Clinic

Administrator – CareHere

Contract Term – Annual renewal

SCOPE OF SERVICES

The selected consultant will perform a full range of benefit program services related to the acquisition, implementation, maintenance, and communication and improvement of the City/BLW's employee insurance benefits. The selected consultant shall provide services, including, but not limited to, the following:

1. Consultant shall manage the RFP Process for City/BLW benefit programs including but not limited to medical, pharmacy, dental, life, voluntary benefit administration, clinic administration, wellness incentives, etc:
 - Prepare RFPs, facilitate pre-bid conferences, prepare RFP addendums, review responses to those RFPs, score responses within City/BLW Purchasing Guidelines
 - Accompany City/BLW on all on-site visits of vendors (if necessary)
 - Develop spreadsheet of bids to support recommendation of top three (3) in each category (medical, dental, prescription drug, and stop loss)

- Investigate adequacy of current and proposed provider networks, including size of network, impact of discounts applicable
 - Analyze financial impact and estimated disruption for implementation of any recommended and/or planned actions
 - Make recommendations to the selection committee regarding the responses received
 - Develop interview questions for finalists
 - Negotiate any outstanding issues to assure the best return on expended dollars
 - Review and analyze vendor contracts for conformance to specifications
 - Facilitate transitions to new vendors and participate in implementations
 - Coordinate the development of performance guarantees relating to vendors' performance of services and continue to monitor adherence to guarantees throughout contract
 - Negotiate renewal of contracts as authorized
2. Coordinate annual marketing of excess insurance coverage for medical benefits and recommend coverage.
 3. Facilitate annual review of SPD's with the administrators to ensure SPD reflects administrators system of record to process claims and contract requirements.
 4. Proactively identify areas for improvement, and recommend action plan(s) to achieve improvements.
 5. Regularly gather and review claims data for trending purposes; make recommendations for responding to identified trends, when indicated.
 6. Prepare annual premium recommendations for self-funded benefit programs.
 7. Prepare and present periodic reports as requested which include complete accounting of fees and claims charged to the City/BLW, relevant observations regarding changes in the benefits industry, recommendations for changes and/or improvements, if applicable. Provide performance updates throughout the year, with detailed analyses and evaluation of costs.
 8. Provide thorough analysis and recommendations for cost saving and benefit enhancement options, to include scope of plan design changes (both new and nontraditional approaches), impact on plan cost, value-added services, etc.
 9. Maintain active, ongoing relationship with City/BLW service vendors to ensure smooth operation, delivery of services, and facilitating prompt review and resolution of benefit and/or claims administration issues.
 10. Make regularly scheduled visits to City/BLW to work with staff to solve problems and assist with benefit administration.

11. Review annual actuarial reports and provide attestation for Medicare D; make any necessary recommendations.
12. Must be knowledgeable regarding all Federal and State laws that impact benefits or other services/products offered by the County (including but not limited to: COBRA, HIPAA, FMLA, PPACA, etc.). Must be readily available and serve as a consistent resource to the City/BLW regarding same.
13. Review billing (weekly, bi-weekly, and/or monthly) from vendors, for purposes of reconciliation. Assure correct terms are applied and make recommendation regarding issuance of payment.
14. Advise the City/BLW on wellness programs and services.
15. Serve as liaison with City/BLW onsite clinic administrator as well as coordinate data integration with benefit vendors.
16. Upon request, must perform any tasks that are reasonably associated with services required by City/BLW.

ADDITIONAL SERVICES

The City of Marietta\BLW has plans to issue a Request for Proposal (RFP) for the provision of health insurance for calendar year 2015. In addition, the City/BLW may require future additional services including but not limited to compensation, development and training, and communication. Consultants should include information on the full scope of services they provide clients.

CONTRACT TERMS

Contract awarded as a result of proposals submitted under this RFP shall extend from the date of award for a period of thirty-six (36) full months, with an option to renew for two (2) additional one (1) year periods. Any option to renew will be made at the sole discretion of the City/BLW. The CONTRACT shall be subject to the provisions of O.C.G.A 36-60-13 regarding multi-year contracts.

METHOD OF EVALUATION

An appointed committee will review all proposals and make recommendations. Proposals will be evaluated based on the factors stated below:

1. **Staffing** - Evaluation of the list of personnel specifically assigned to the proposed project, including qualifications, overall experience and recent experience on projects of similar nature and complexity to the proposed scope of services. **(10% of Score)**
2. **Experience/ Performance** - Review of past performance on other projects of similar nature and complexity as the proposed scope of services; evaluation of client references whether included in the proposal response or not; overall responsiveness to City/BLW's needs. **(20% of Score)**
3. **Approach** - Evaluation of the overall understanding of the scope of the proposed services; completeness, adequacy and responsiveness to the required information of the request for proposals. **(30% of Score)**
4. **Availability and Local Vendor Presence** - Evaluation of the work load of the proposing firm and the staffing to be assigned to the proposed projects; time schedule of the proposer in relation to that of the proposed scope of services; time schedule of the proposer in relation to that of the proposed project location of the offices or facilities from which the services are to be provided to the City/BLW. **(20% of Score)**
5. **Financial Stability** - Evaluation of the overall financial position of the firm as determined from financial information required by the Request for Proposal or from other independent sources. **(10% of Score)**
6. **Cost** - Evaluation of the overall cost of the required services as submitted in the Request for Proposal, including recommended funding model, if appropriate. **(10% of Score)**

During the evaluation of proposals, the City of Marietta\BLW may, at its discretion and at no cost to the City/BLW, invite any respondent to appear for questioning or provide written responses during proposal evaluation for the purpose of clarifying statements in the proposal.

**Request for Proposal
Employee Benefits Consultant Services
City of Marietta\BLW**

RESPONSE SHEETS

1. Administrative service fee. Based on the information contained in these specifications, please provide your annual fee proposal for providing the Scope of Services for 3 and/or 5 years.

2.

	2014	2015	2016	(Optional yrs)	
				2017	2018
Annual Fee	_____	_____	_____	_____	_____

3. Does the annual fee quoted reflect the fee for the scope of services requested? Please explain any differences.

4. Do you agree to the proposed Scope of Services? Please restate each item and make comments on your approach.

5. Indicate the phone number, fax number, email address, and name of the person to be contacted during this process.

6. Indicate the name and qualifications for the person that will be assigned to this project. Detail any public entity experience and length of time with your firm.

**Request for Proposal
Employee Benefits Consultant Services
City of Marietta\BLW**

RESPONSE SHEETS – Continued

7. Provide a timetable for this project once you receive the bid. Detail all steps in the process.

8. Submit a sample bid document you have used in the past.

9. Submit a sample of the reports that the City of Marietta\BLW can expect from the project.

10. Describe some of the cost containment measures you have used with previous clients.

11. Were the outcomes of the cost containment measures outlined in #10 what you expected?

12. How long has your company been providing consulting services in this area? How long to government agencies.

**Request for Proposal
Employee Benefits Consultant Services
City of Marietta\BLW**

RESPONSE SHEETS – Continued

13. Provide three references, at least two being local public entities. Give a contact name, telephone number, fax number, and a brief description of the service(s) provided.

14. Does your firm have any partnerships or affiliations with any organization that will bid on the City of Marietta\BLW medical, prescriptions drug, stop loss, or dental benefits? If so, state the affiliation.

15. Provide a financial statement for your firm for the last two years.

16. What will be the fee for these services for a three year period? Please break out the total cost but also give a not-to-exceed amount.
